

**DEPARTMENT OF THE AIR FORCE
HQ AIR INTELLIGENCE AGENCY**



AFI 31-601

**AIA
Supplement 1**

29 February 2000

Security

**INDUSTRIAL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 31-601, 1 April 1996, is supplemented as follows: This supplement outlines the Air Intelligence Agency (AIA) Industrial Security program requirements. It provides procedures for implementing the Industrial Security program AIA worldwide. Use this supplement with AFD 31-6 and AFI 31-601, **Industrial Security Management**, AFH 31-602, **Industrial Security Program**, Department of Defense (DoD) 5220.22R, **Industrial Security Regulation**, DoD 5220-22-M, **National Industrial Security Program Operating Manual (NISPOM)**, and DoD 5220-22-M-Sup1, **National Industrial Security Program Operating Manual Supplement (NISPOMSUP)**. The Security Office (HQ AIA/SO) provides guidance to all AIA units on implementation of this supplement. Submit inquiries and recommended changes using AF Form 847 to HQ AIA/SO, 102 Hall Blvd, Suite 257, San Antonio, TX 78243-7026. It does not apply to AIA-gained Air National Guard or Air Force Reserve units.

SUMMARY OF REVISIONS

Deletes AIA references published in previous publications for completing DD Form 254.

1.1.7. HQ AIA/SO) assumes oversight responsibility for all sensitive compartmented information (SCI) and non-SCI contracts issued by AIA units.

1.4.2. (Added) AIA unit security forces personnel will review all DD Form 254 according to AFI 31-601 and AFH 31-602 for SCI and non-SCI classified contracts prior to procurement action.

1.4.2.1. Maintain contract folders on each cleared facility and visitor group that have access to classified information. Contract folders will contain DD Form 441, **DoD Security Agreement**, DD Form 254, **DoD Contract Security Classification Specification**, DD Form 374, **Clearance Verification Authority** (CVA) letter, SCI and non-SCI release statements, Visitor Group Security Agreement (VGSA) and security assistance visits or DD Form 696, **Industrial Security Inspection Report**. Maintain letters of con-

sent on each SCI cleared contractor in a separate folder. Destroy all documentation according to AFMAN 37-139.

1.4.2.2. Annually provide program reviews for all contractors under visitor group agreements.

1.4.2.3. Report and resolve contractor security violations and compromises promptly. Report contractor security incidents to AIA/SOC within 24 hours.

1.4.2.4. Send Industrial Security Measurement Reports to HQ AIA/SOP no later than 15 December.

JIMMY R. JONES
Chief of Security